

CHART Meeting Agenda  
Thursday, February 4, 2010  
1:30-3:00 PM

- I. Introductions
  - A. New CHART Member
- II. Community Action Plan (CAP)
  - A. Updated 1-27-10
  - B. Policy, Environmental, and Systems Changes
- III. Budget
  - A. Review
- IV. Marketing ACHIEVE
  - A. Ideas
- V. Miscellaneous
  - A. Chronic Disease Academy
  - B. New State Health Department Advisor
  - C. Bylaws

Next Meetings

- A. CHART **4-1-10 at 1:30 PM**
- B. Steering Committee **3-26-10 at 2 PM**
- C. Sub Action Teams (need dates when you will meet in March)

ACHIEVE  
CHART Meeting Minutes  
February 4, 2010

**Present:**

Battiato, Matt	Lake County Job and Family Services
Bennett, Dick	Lake County YMCA
Blakeley, Mary Ann	Lakeland Community College
Bontempo, Brian	Lake County Educational Service Center
Cantor, Ellen	Leadership Lake County
Gill, Ken	Neighboring
Gills, James	Lake County Engineers' Office
Henderson, Lauren	Lake County WIC
Homyock, Lee	Department of Recreation and Public Lands, Painesville
Horvath, Beth	Lake County YMCA
Katz, Brian	Willoughby Parks and Recreation
Kotapish, Dick	Lake County GIS
Lindstrom, Wayne	Crossroads
Luyster, Tori	Lake County General Health District
Madewell, Stephen	Lake Metroparks
Minjares, Sharon	Lake Health
O'Hearn, Maureen	Lake County General Health District
Perkins, Jennifer	Neighboring
Salkiewicz, Traci	Lake County Engineers Office
Siciliano-Miller, Lisa	OSU Cooperative Extension Office
Troy, Dan	Lake County Commissioners
Ward, Denise	Painesville City Schools
Zeller, Cathy	Starting Point

**I. Introductions**

**A. New CHART Member**

T. Luyster opened the meeting at 1:33 p.m. Introductions of all present members were given including new CHART member, B. Bontempo and visitor, L. Henderson.

**II. Community Action Plan (CAP):**

**A. Updated 1-27-10**

Each sub action team had the opportunity to provide updates and/or changes to the CAP. T. Luyster provided changes to the vision and mission.

Community at Large- drafting letter to send to community leaders regarding our website and recreational map.

Worksite- drafting letter to invite worksites to join ACHIEVE and create wellness policies.

School- working on gathering school wellness policies and planning to attend superintendents meeting.

Healthcare- not sure how to move forward with building healthcare competencies, therefore, removed that goal.

Community Institution/Organization- working towards offering FNP program and identifying incentive for participants.

The group decided that **ACHIEVE letterhead needs developed**. A discussion took place about who should sign ACHIEVE letters- either the CHART or T. Luyster. S. Madewell and D. Troy

suggested that letters sent should be individualized and should be signed by T. Luyster. T. Luyster suggested that the letters should come from the CHART as a whole.

### **B. Policy, Environmental, and Systems Changes**

T. Luyster provided definitions and examples of each change. She spoke specifically about incorporating these changes into the CAP, if they do not already exist and making sure that the action items in the CAP are in the correct row, meaning they reflect the change being implemented.

## **III. Budget**

### **A. Review**

Tori provided a review including the following information; there is \$72,097.82 remaining. The CHART will use the expense request form to request money. The form will need submitted to T. Luyster prior to a vote by the CHART. A final draft of the form will be sent with the meeting minutes.

## **IV. Marketing ACHIEVE**

### **A. Ideas**

A brainstorming session took place within each sub action team. All ideas provided at the meeting are attached in a separate document. **Each sub action team will need to work on completing these at their next meetings.**

## **V. Miscellaneous**

### **A. Chronic Disease Academy**

T. Luyster announced that she, M. O'Hearn, and B. Horvath will attend.

### **B. New State Health Department Advisor**

T. Luyster announced that Nancy Schaefer will no longer be with the group and that Bonnie Hoppel should be taking over this position soon.

### **C. Guidelines**

**Beth Horvath is currently drafting these and will work with T. Luyster and M. O'Hearn to complete by March 1.**

### **C. SOPHE Midyear Conference**

T. Luyster announced that National SOPHE has requested she attend to present on our progress in April.

### **E. Asthma-Obesity Grant**

L. Henderson explained that this new grant includes working with ACHIEVE. The grant will include nutrition counseling, health education, and environmental awareness.

### **F. Liveable Communities International Awards Conference Brochure-**

T. Luyster passed around the information and S. Madewell mentioned he sent it to T. Luyster for the information on what makes a community more "liveable".

Respectfully Submitted,  
Tori Luyster  
Maureen O'Hearn